

## **HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE**

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, April 14, 2014 at 10:00 A.M., in meeting room 4-C located on the fourth floor of the Administration Building.

**HR COMMITTEE MEMBERS PRESENT: Maly, Ballweg, Frohling, Greshay, and Marsik.**

**ALSO PRESENT: Sarah Eske, Human Resources Analyst; Kelly Henning, Human Resources Assistant II; Angela Zilliox, Human Resources Specialist; James Mielke, Dodge County Administrator; Russell Kottke, County Board Chair; Jane Hooper, Clearview Administrator**

**Meeting called to Order by Chairperson Maly at 10:00 a.m.**

Roll call was taken. All members present.

Eske verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Frohling to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Marsik. Motion carried.

Maly asked if anyone present had any public comments. None were heard.

Motion by Ballweg to approve the minutes of the April 1, 2014 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Greshay. Motion carried.

Eske informed the Committee that Rains is working on the Request for Proposal (R.F.P.) regarding the insurance consultant and study. A discussion followed. The Committee asked that a draft of the R.F.P. be presented at the next Human Resources Committee Meeting of May 6, 2014.

A discussion and consideration of Weight Watchers On-site Program took place. The Committee expressed some concerns related to other organizations also asking to use Dodge County facilities. After further discussion, Mielke stated he would talk to the Wisconsin representative from Weight Watchers and talk with the Wellness Committee to get more information. Mielke will report back to the Committee.

Hooper gave a presentation regarding the request to add an Admissions Coordinator position at Clearview. The position would fall under the Director of Support Services and would be a liaison between the hospitals and Clearview. The position would provide for continuity of care by having one individual who is responsible for admissions. Hooper explained that the position is not budgeted for this year; but that there is the means to cover the cost of the position through revenue for the remainder of this year. Eske explained that a JDQ was completed and the recommendation from Carlson Dettmann is to place this position in grade seven (7). She indicated that this position is comparable with other positions in that pay grade. Hooper indicated that she is working with Corporation Counsel's office to create a resolution to go before the County Board to create the new position.

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After further discussion, a motion was made by Marsik to approve the recommendation to place the Admissions Coordinator position in grade seven (7). Second by Frohling. Motion carried.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of all Personnel Requisitions.

Motion by Ballweg to approve the Personnel Requisitions as presented. Second by Greshay. Motion carried.

One (1) Deputy Clerk of Courts – F.T., Clerk of Courts Department  
One (1) County Patrolman – F.T., Highway Department  
One (1) Economic Support Specialist – F.T., Human Services & Health Department  
One (1) Social Worker-Child Protective Services Investigator/Intake, Human Services & Health Department

Leaves of Absence: None.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. RE-HIRE – UNION: None. RECLASSIFICATION – UNION: None. STEP INCREASE – UNION: None. ELECTED OFFICIALS: Janice K. Bobholz, Co. Brd. of Supervisors – District 5, County Board of Supervisors at \$50.00 / Mtg, Pay Grade CBN01, Step 01<sup>ST</sup> effective 04-15-14; Lisa Derr, Co. Brd. of Supervisors – District 32, County Board of Supervisors at \$50.00 / Mtg., Pay Grade CBN01, Step 01<sup>ST</sup> effective 04-15-14; Mark E. Roesch, Co. Brd. of Supervisors – District 22, County Board of Supervisors at \$50.00 / Mtg., Pay Grade CBN01, Step 01<sup>ST</sup> effective 04-15-14; Dennis R. Schmidt, Co. Brd. of Supervisors – District 24, County Board of Supervisors at \$50.00 / Mtg., Pay Grade CBN01, Step 01<sup>ST</sup> effective 04-15-14; Larry Schraufnagel, Co. Brd. of Supervisors – District 16, County Board of Supervisors at \$50.00 / Mtg., Pay Grade CBN01, Step 01<sup>ST</sup> effective 04-15-14; Wayne M. Uttke, Co. Brd. of Supervisors – District 11, County Board of Supervisors at \$50.00 / Mtg., Pay Grade CBN01, Step 01<sup>ST</sup> effective 04-15-14. NEW HIRE: Dawn M. Lokken, Technical Services Lead, Information Technology Department at \$24.36, Pay Grade DC08, Step ST01 effective 04-14-14. RE-HIRE: None. LIMITED TERM/SEASONAL: Daniel D. Schultz, Park Caretaker-Astico Park, Land Resources & Parks Dept. at \$10.99, Pay Grade MSC06, Step 02Y2 effective 04-02-14. RECLASSIFICATION: Ted W. Dumke, Senior Land Surveyor Land Resources & Parks Dept. at 24.36, Pay Grade DC08, Step ST01 effective 10-04-13. STEP INCREASE: Kelly S. Brandsma, Deputy Clerk of Courts, Clerk of Courts Department at \$19.04, Pay Grade DC04, Step ST06 effective 06-02-14; Brian D. Benson, Utility II / Truck Driver, Highway Department at \$16.84, Pay Grade DC03, Step ST06 effective 06-03-14; Brian R. Field, Commissioner – Highway, Highway Department at \$46.54, Pay Grade DC15, Step ST06 effective 04-07-14; Stephen L. Pett, Operations Superintendent, Highway Department at \$31.00, Pay Grade DC11, Step ST02 effective 05-25-14; Gillian T. Durni, Social Worker II, Human Services & Health Department at \$25.00, Pay Grade DC07, Step ST05 effective 05-24-14; Sandra J. Eichmann, Counselor III, Human Services & Health Department at \$24.36, Pay Grade DC07, Step ST04 effective 06-21-14; Paul J. Ferstl, Jr., Counselor II-Case Manager - M.H, Human Services & Health Department at \$21.10, Pay Grade DC06, Step S02

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### Salary, Wage, and Status Changes-Cont.

effective 05-03-14; Lisa L. Grycowski, Social Worker II, Human Services & Health Department at \$26.28, Pay Grade DC07, Step S07B effective 06-03-14; Pamela J. Hupf, Typist II, Human Services & Health Department at \$16.47, Pay Grade DC02, Step S11B effective 05-31-14; Donald D. Matthews, Psychiatric Therapist II, Human Services & Health Department at \$30.79, Pay Grade DC09, Step S07B effective 06-24-14; Lina M. Rooney, RN Public Health, Human Services & Health Department at \$30.97, Pay Grade DC08, Step S11A effective 05-17-14; Christine C. Shanahan, Counselor III, Human Services & Health Department at \$27.56, Pay Grade DC07, Step S09B effective 05-23-14; Janet A. Wimmer, Director Human Services & Health, Human Services & Health Department at \$45.85, Pay Grade DC16, Step ST02 effective 04-15-14; Marc I. Bethke, County Conservationist, Land Conservation Department at \$34.87, Pay Grade DC11, Step S07A effective 04-18-14; Jesse M. O'Neill, Sr. GIS Specialist, Land Resources & Parks Department at \$29.23, Pay Grade DC08, Step S08B effective 05-05-14; MaryLee Fanshaw-Neuendorf, Custodian II, Physical Facilities Department at \$17.57, Pay Grade DC02, Step S14B effective 03-30-14; Cheryl B. Frederick, Deputy Register of Deeds, Register of Deeds Department at \$18.10, Pay Grade DC03, S09B effective 05-19-14; , Deputy Secretary – Relief, Sheriff's Department – Jail Div. at \$20.25, Pay Grade DC03, Step S14A effective 06-05-14. NON-SCHEDULED INCREASE: None.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None.

### **HR Director's Report:**

- a) Disciplinary Actions: Eske informed the Committee of the termination of a Clearview employee for unprofessional conduct.
- b) Grievances and Arbitrations: Eske informed the Committee that she is still waiting for an official date for the IHO hearing for the Clearview termination and the Human Services and Health termination. She indicated that dates in June have been given by the IHO and the County has replied with their availability. She indicated she is still waiting to hear from the representative of the terminated employees as to whether those dates will work or not.
- c) Workers Compensation: Nothing to report.

### Future Agenda Items:

R.F.P for the Insurance Study.  
Weight Watchers On-site Program.

### Future Meeting Dates and Times:

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are **Tuesday, May 6, 2014 and Tuesday, May 20, 2014 at 10:00 a.m.** in room 4C of the Administration Building.

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Greshay informed the Committee he is not available for the May 20, 2014 meeting.

Before the close of the meeting, Ballweg commented on his appreciation of his years on the County Board and the Human Resources Committee.

Meeting adjourned by order of the Chairperson at 10:55 a.m.

  
Secretary

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Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.